TSA MAP Hiring Manager's Checklist

Prepare to Hire – Identify Talent Requirements

- ☐ Determine if there is an approved Job Request Cover Sheet in which the duties, responsibilities, and core competencies described are accurate for the position.
- ☐ Identify the major responsibilities/duties/tasks the person in this position will perform.
- ☐ Capture the skills and competencies needed to perform the duties of this position.
- ☐ Rank these skills in terms of importance for success in this position.
- ☐ Identify examples of specialized experience that would be required to successfully perform the duties of this position.
- ☐ Identify any degrees/certifications/clearances that are required for this position.
- ☐ Determine if this position should be filled at the full performance level or is it better to fill it at the entry level with room for career progression.

Recruit Top Talent

a. Use a Job Opportunity Announcement (JOA)
- ☐ If applicable, identify and refer to any prior successful postings for this position. (Your staff or an HRAccess Specialist may have insight for this.)

b. Decide on the Area of Consideration
- ☐ Determine whether you want to use an internal JOA (TSA-wide or Government-wide) or an external JOA (All U. S. Citizens). (A discussion with an HRAccess Specialist may help determine the most efficient and successful option.)

c. Determine Length of Time the JOA Should be Open
- ☐ It is preferable to post for 5 days in order to meet OPM's 80-day hiring timeline; consult with your HRAccess Specialist if you believe a different timeline is needed.

d. Complete and Submit an RPA
- ☐ Determine that all the appropriate documents required have been attached prior to approving the RPA action.

JOA Draft Review

a. Review specialized experience and minimum qualifications statements.
- ☐ Review the Qualification Requirements section of the JOA to ensure the minimum experience a person needs to enter into this position is accurately represented.

b. Review Occupational Questionnaire
- ☐ Determine if any of the competencies listed in the JRCS should carry more importance than others. If so, these may be given greater consideration when HRAccess determines the scoring of the questionnaire.

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Select the Best

a. Prepare for Interviews (while the JOA is still open)

☐ Decide if you will conduct interviews alone or by panel. (When a panel is used, the interview must be in a structured format.)

☐ Determine if there is an OHC-developed interview available. (If you decide to use an OHC-developed interview, that interview must be used without modification.)

☐ In the absence of an OHC-developed interview, you may choose to develop a structured interview. For guidance in developing a structured interview, refer to the *Structured Interview Question Bank*, available on HCInsight, and/or the Office of Personnel Management (OPM) publication, Structured Interviews: A Practical Guide at http://www.opm.gov/policy-data-oversight/assessment-and-selection/structured-interviews/guide.pdf. **NOTE:** Locally-developed interviews must be reviewed and approved by OAS/OHC prior to their use (allow 10 business days).

☐ If you are using a panel, decide who the panel members will be, and verify that each panel member meets the requirements of Section 6.D. of Management Directive 1100.30-26, *Interviews and/or Other Final Selection Processes*. Also confirm the panel members' availability for résumé review and interviews.

☐ Ensure you set aside time to review résumés and conduct interviews by marking your calendar.

b. Receive and Review the Certificate of Eligibles

☐ Take note of the certificate expiration date and plan to complete the résumé review, interview, and selection processes accordingly.

c. Conduct Interviews

☐ Ensure each candidate is aware of their requirement to maintain discretion in discussing the interview questions (or any other information related to candidate evaluation) with other candidates so as not to give an actual or perceived advantage to any candidates.

d. Conduct Reference Checks

☐ If you will be conducting reference checks, refer to TSA Handbook to TSA MD 1100.30-26, *Interviews and/or other Final Selection Processes*. Another helpful guide, "Reference Checking in the Federal Government, Making the Call" can be found at:
http://www.mspb.gov/netsearch/viewdocs.aspx?docnumber=224106&version=224325&application=ACROBAT

e. Make Your Selection Decision

☐ **NOTE:** HRAccess is the only entity authorized to extend offers of employment on TSA's behalf.

☐ If making an external selection, confirm that you have adhered to Veterans' Preference rules. (Refer to the OPM Vet Guide at http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/, or contact an HRAccess Specialist, if you have questions regarding the proper order of selection.)

☐ For efficiency, consider identifying alternate selectees (1st, 2nd and 3rd) in case your initial selectee declines or is unable to meet pre-employment requirements.

☐ Ensure the Certificate of Eligibles is annotated and returned to the HRAccess Specialist by selecting a disposition for each candidate. Return all interview materials, notes, etc. to your HR representative.

View additional, detailed information in the MAP Hiring Manager's Guide:

https://hraccess.tsa.dhs.gov/hraccess/MAPHiringGuide/WebHelp/MAP_Hiring_Manager_Guide_v1.htm